# Wyoming's Strategic Prevention Framework State Incentive Grant

Community Strategic Planning Workbook



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## Contacts for Questions or Help

Lisa Laake, MPH, CHES, Prevention Framework Coordinator Mental Health and Substance Abuse Services Division <a href="mailto:llaake@state.wy.us">llaake@state.wy.us</a> (307) 777-3352

Joe D'Eufemia, Prevention Framework Training Specialist Mental Health and Substance Abuse Services Division <a href="mailto:jdeufe@state.wy.us">jdeufe@state.wy.us</a> (307) 777-3744

Robert Keney, Prevention Framework Project Assistant Mental Health and Substance Abuse Services Division <a href="mailto:rkeney@state.wy.us">rkeney@state.wy.us</a>
(307) 777-3351

Workbook is Also Available Online: http://spfsig.preved.org/news.php

## **Strategic Planning Contributors**

List the names of people in your community, the organizations they represent, and the contributions they made to the development of the strategic plan in Table 1 below.

Table 1. Strategic Planning Contributors

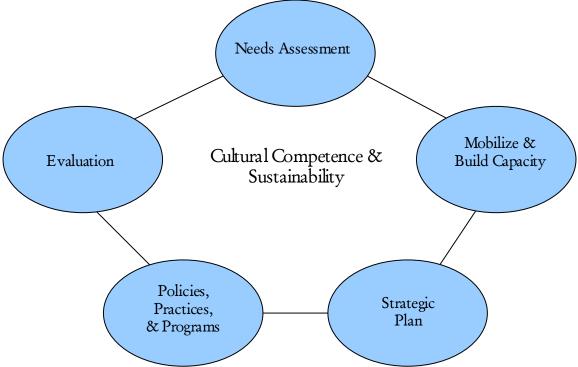
Name	Organization	Contribution
Robena Downie	High Country Counseling	Facilitator, Strategic Planning
Nancy Guio	Parent	Strategic Planning
Dick Kalber	Pastor and Member of Rural County Health Board	Strategic Planning
Terry Statton	Principal of Big Piney High School	Strategic Planning
Cindy Kautzch	High Country Counseling Prevention Specialist	Strategic Planning, Co- Facilitator
Kathy Anderson	Drug Court Coordinator	Strategic Planning
Mich Gamble	Counselor, Curran Seeley	Strategic Planning
Bridget Mackey	Coordinator, Youth Alliance	Strategic Planning

#### Introduction

Wyoming received the Strategic Prevention Framework State Incentive Grant (Prevention Framework) from the Federal Substance Abuse Mental Health Services Administration (SAMSHA) on September 30, 2004, along with 20 other states and territories.

The purpose of the project is to implement the five components of the SPF planning model at both state and community levels in Wyoming. The following diagram details this process (Center for Substance Abuse Prevention, 2005).

Figure 1. Five Steps of the Strategic Prevention Framework Process



At the state level, Wyoming has completed the needs assessment and funding allocation plan. Mobilization and capacity building take place throughout the project. Wyoming's needs assessment identified the targeted problem as the misuse of alcohol and its consequences, and Wyoming's allocation strategy funds all 23 counties and the Wind River Reservation as Prevention Framework (PF) community grantees.

#### Outcome-Based Prevention

The foundation of the PF process is the outcome-based prevention model (Lowther & Birckmayer, 2006).

Figure 2. PF Needs Assessment Logic Model



In this model a community details its substance-related consumption and consequence data, researches the causal areas that may impact these problems, and chooses evidence-based policies, practices, and programs to address the identified causal areas.

## Purpose

The purpose of this workbook is to help PF funded communities go through the outcome-based prevention model. The current task is to develop a strategic plan. This means that grantees, and the community partnerships, must successfully select and implement evidence-based interventions. This workbook lays out the organizational structure of the Strategic Plan that is to be developed by each community. To be effective, you should not complete this workbook alone. Instead, you and your Community Advisory Council (CAC) should work together to complete this task.

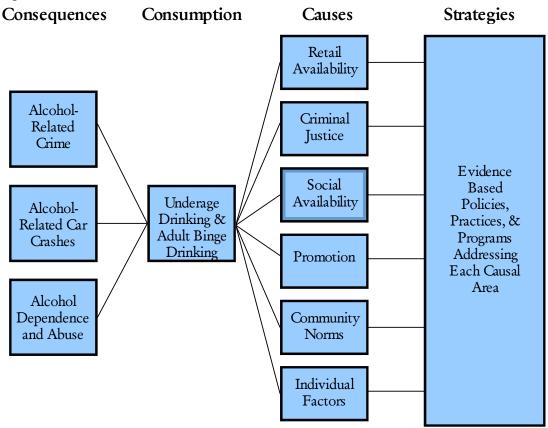
Keep in mind that Wyoming has already identified the targeted need for this project—the misuse of alcohol.

#### "Misuse of alcohol" means that:

- 1. The primary target for the PF is underage drinking, and adult binge drinking. Underage drinking refers to any use of alcohol by anyone under the age of 21, while adult binge drinking refers to those 18 years and older who have five of more drinks on any one occasion.
- 2. The secondary target for the PF is the most significant consequences of the misuse of alcohol in Wyoming: alcohol-related crime, alcohol-related motor vehicle crashes, and alcohol dependence and abuse.

## Workbook Organization

Figure 3. Outcome-Based Prevention Model



Developing a comprehensive strategic plan at the community level requires a vision for organizing specific prevention programs, policies, and practices to address substance abuse problems locally. A well-developed strategic plan will increase the likeliness of a strategy being implemented effectively.

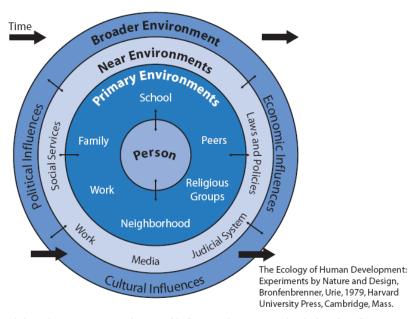
The deadline for submitting your Community Strategic Plan is August 31, 2007. Two copies of the Community Strategic Plan should be submitted, one by mail and one electronically to:

Lisa Laake, MPH, CHES
Wyoming Mental Health and Substance Abuse Services Division
6101 Yellowstone Road, Suite 220
Cheyenne, WY 82002
<a href="mailto:lilea/like/base/">llaake@state.wy.us</a>
(307) 777-3352

#### Human Environmental Framework

Figure 4 illustrates the Human Environmental Framework, which shows that interventions can start in many different areas and will affect more than one environment. Strategies that focus on multiple factors and conditions will contribute to a more comprehensive prevention plan.

Figure 4. Human Environmental Framework



This figure depicts social environments or spheres of influence in concentric circles that flare outward, moving progressively away from direct influence on the individual toward increasingly indirect influence, and advancing over time. A comprehensive intervention plan should identify a mix or layering of interventions that target salient risk and protective factors in multiple contexts across the life span.

#### **Evidence-based Prevention**

States are required to follow certain guidelines in the policies, practices, and programs it selects in the Prevention Framework project. Every strategy implemented by the Prevention Framework must be evidence-based. This means that 100% of all strategies must be evidence-based.

Under the Prevention Framework project, evidence-based is defined as follows:

- 1. Inclusion in a Federal List or Registry of evidence-based interventions;
- 2. Being reported (with positive effects) in a peer-reviewed journal; OR
- 3. Documentation of effectiveness based on the following three guidelines:
  - The intervention is based on solid theory or theoretical perspective that has been validated by research;
  - The intervention is supported by a documented body of knowledge a converging of empirical evidence of effectiveness – generated from similar or related interventions tat indicate effectiveness; AND
  - The intervention is judged by a consensus among informed experts to be effective based on a combination of theory, research and practice experience. "Informed experts" may include key community prevention leaders, and elders or respected leaders within indigenous cultures.

## Finding Strategies

The following is list of websites that may be used to find evidence-based strategies. This is not an all-inclusive list and may also include strategies that would not be relevant for your community:

- National Registry of Evidence-based Programs and Practices: http://www.nrepp.samhsa.gov/
- Office of Juvenile Justice and Delinquency Prevention: <a href="http://www.dsgonline.com/mpg2.5/mpg">http://www.dsgonline.com/mpg2.5/mpg</a> index.htm
- CSAP's Centers for the Application of Prevention Technologies (CASAT): http://casat.unr.edu/bestpractices/search.php
- Alcohol Policy Information System:
  <a href="http://www.alcoholpolicy.niaaa.nih.gov/index.asp?SEC={B4296FE1-6F35-4175-B85D-17D5A53EE062}&Type=NONE">http://www.alcoholpolicy.niaaa.nih.gov/index.asp?SEC={B4296FE1-6F35-4175-B85D-17D5A53EE062}&Type=NONE</a>
- Leadership to Keep Children Alcohol Free: <a href="http://www.alcoholfreechildren.org/en/prevention/pubs.cfm">http://www.alcoholfreechildren.org/en/prevention/pubs.cfm</a>
- National Highway Traffic Safety Administration (NHTSA):

http://www.nhtsa.dot.gov/portal/site/nhtsa/menuitem.3d62007aac5298598fcb 6010dba046a0/

Every participant has received a CD containing research articles and other publications that may be useful in developing your strategic plan.

## Evidence-based Environmental Strategies

The following is a list of just a few of the evidence-based environmental strategies:

- Responsible beverage service
- Alcohol compliance checks
- Happy hour restrictions
- Reducing alcohol outlet density
- Limiting hours/days of retail sales
- Sobriety and traffic safety checkpoints
- Graduated drivers' license laws
- Social host laws
- Keg registration
- Restricting alcohol sales at public events
- Increasing taxes on sales of alcohol
- Dram shop liability

## Choosing the Right Strategy for your Community

There are many factors to consider prior to choosing your strategies. Not all strategies will be effective in all communities.

All strategies must be based on data collected around each of the causal areas during your Needs Assessment. Please review your Needs Assessment Workbook.

One factor to consider is whether or not there is community support for the strategy. If the community does not support the strategy, it is unlikely that the strategy would bring about positive change if implemented.

It is also important to look at what laws are already in place and what laws may prevent certain strategies from being implemented. For example, sobriety checkpoints, shown to be evidence-based, are unlawful in Wyoming (Statute 7-17-101). For this reason, it would not make sense for a community to focus on this strategy.

Another factor to consider is which strategies show the greatest likelihood of showing positive results. There are many great strategies out there, but it is important to look at what the effect would be on the community as a whole.

## Logic Model

## Logic Model

The Centers for Disease Control and Prevention defines logic model as "a systematic and visual way to present the perceived relationships among the resources you have to operate the program, the activities you plan to do, and the changes or results you hope to achieve" (www.cdc.gov/tobacco/evaluation\_manual/glossary.html).

The logic model found on page 11 should be completed by all communities as part of the Strategic Plan. It is important that you work with your coalition when developing this logic model. All communities will have an opportunity to practice developing a logic model.

# Community Logic Model

What are the	What are the	What evidence-	What activities are	What activities are	What are you
consequence and	causal areas you	based strategies are	going to take place	going to take place in	going to do to
consumption areas	are going to focus	you going to use	in Year 1 (October	Year 2 (October	evaluate your
you are going to	on (review your	for each causal	2007 – September	2008 - September	strategies?
focus on (from	answer to	area?	2008)?	2009)?	
Needs	Question 40 from				
Assessment)?	the Needs				
Include your goals	Assessment)?				
and objectives.					

MIP and DUI	Social Norms	Communities	Training for	Full	The coalition
Citations		Mobilizing for	Communities	Implementation	agrees to work closely with
	Social	Change on	Mobilizing for	of	WYSAC in
	Availability	Alcohol	Change on	Communities	developing
			Alcohol and	Mobilizing for	evaluation methods for our
	Retail	Prime for Life	begin	Change on	county.
	Availability		implementation	Alcohol	
			Prime for Life	Continue	
			Classes	Prime for Life	
				Classes	

# Organization of Strategic Plan

Forn	n 1: Cover Shee	t
(Please place this as t	the top page for	your application)
County: Sublette		
Name and title of primary contact: I	Robena Downie	Phone: 307-367-2111
Email (required): sublette.prevention	n@gmail.com	Fax: 307-367-2166
Mailing Address: PO BOX 932	City: Pine	dale Zip: 82941
Shipping Address (if different): 24 Co	ountry Club Land	e, Pinedale, Wyoming 82941
Total Funding Request for First Year	r Implementation	: \$72,402
Name, organization, address, phone, <u>Lead Agency</u> authorized to sign cont		identification number for the
High Country Counseling and Resouvern A Cox - Executive Director PO Box 376 Afton, WY 83110 307-885-9883 fax: 307-885-5206 therap331@silverstar.com	urce Centers EIN: 73-1651475	
Certification: I certify to the best of this community strategic plan is corr Council and/or Coalition were invol strategic plan. I have been authorized the development of this Strategic Plan	ect. I certify that lved in the develond by the agency's	the Community Advisory opment of this community
Signature of Primary Contact		 Date
Signature of Fiscal Agent		 Date

#### Form 2: Geographic Setting/Community Characteristics Limit 2 pages

Describe the geographic setting of the community.

- What are the geographic boundaries?
- What are the socio-economic issues relevant to the community?
- What are the characteristics of the community?
- Describe the target population you will be focusing on.

The geographic boundaries of Sublette County are the Wind River Range to the east and north, the Gros Ventre Range to the north, the Wyoming Range to the west and the southern boundary is 40° 15' N. The major communities within Sublette County are Pinedale, Marbleton, Big Piney, Boulder, Bondurant, Daniel and Cora. The community is still largely rural with a few scattered population centers.

Socio-Economic issues that are relevant to the community are related to the economic factors of the natural gas development that is currently occurring within the county. In the mid-nineties Sublette County was poised to become a place for second homes for the wealthy or where the affluent relocated or retired, however the increase in price of natural gas coincided with the development of technology to access the natural gas. The population of temporary and permanent residents has increased greatly in the past seven years due to the great boost in natural gas development. With the enlargement of the population there has been an exponential increase in DUI arrests, drug arrests and larceny; the increase in crime can be closely correlated with the increase in rig activity. The increase in population has resulted in a housing shortage that cannot keep pace with building, and has had an explosive increase in housing prices and rent. The cost of housing is the most expensive item in Sublette County. Housing rentals and sales are about 25% more expensive then the Wyoming Average. If Teton County is removed from the state average (as housing costs there are among the highest in the United States), housing in Sublette County is about 35% higher than the rest of the state. On average, it costs about 16% more to live in Sublette County than the rest of Wyoming. If Teton County is removed from the State average, it costs about 21% more to live in Sublette than elsewhere in Wyoming.

Characteristic of communities with a large, industry oriented population; many of those who work in the gas development industry have a high school or lower education level. There is a dearth of work for professionals with college degrees, and a lack of need for that particular skill set; therefore young college graduates tend to gravitate elsewhere where they can utilize their skills. The ranching community that previously was the main industry in the county is slowly declining in viability. The community is very fragmented and difficult to reach, for people without children in school there is little community connection or connectedness to the identity of the county. There is also a feeling among some of resentment towards newcomers to the county, and the negative feeling may be reciprocated. The members of community tend are be younger or middle

(mid twenties to forties) aged, almost uniformly white, with little religious diversity. Many work long hours and long work periods, rather than the standard Monday through Friday, eight to five.

The target population for this project is to be adults over 21, and youth under 21 living in Sublette County.

#### Form 3: Coalition Involvement Limit 2 pages

Describe the coalition and its involvement in the implementation of the strategies.

- What are the coalition's vision and mission statements?
- What is the history and makeup of the coalition?

Mission Statement: The mission of the Sublette County Prevention Coalition is to strengthen the capacity of Sublette County to create and maintain safe, healthy and drug-free communities.

Vision Statement: A coalition of concerned members of the community working together to eliminate drug use and violence.

The Sublette County Prevention Coalition has been in existence for four and a half years, and during this time has endured much upheaval. In the four years the coalition has been in existence, it has had three different people who ran the coalition, with a long gap between with the second and the third person. This created several problems, the lack of continuity in staff led to a continual recovering of covered ground and continued resentment of staff changes led to several members dragging their feet on steps forward for the coalition. In September of 2006 the coalition was able to come together for a strategic planning session that allowed for resentments to be aired and for the coalition to come together for common goals for the first time in many months.

The coalition is made up of members of the community who are interested in prevention already, such as those who make up other preventative groups within the community. The coalition has had trouble with law enforcement attendance in the past, and also much difficulty becoming involved with the faith based community. In addition, there has been little relationship with the local media that has been difficult to change. Finally, we have had few results getting local liquor store owners/ bar owners to join the coalition. Of late, there has been increasing buy in from community stakeholders as the coalition has been seen to move forward in its prevention agenda, and is more often in the public consciousness.

# Form 4: Consequence & Consumption Areas Limit 2 pages

Describe the alcohol-related consequence and consumption areas your community will be focusing on. Refer to Questions 5 and 9 from the Needs Assessment Workbook.

- Consequence areas could include alcohol-related crime, alcohol-related car crashes, and/or alcohol dependence and abuse.
- Consumption areas could include underage drinking or adult binge drinking.

The major concerns are as follows: drinking and driving and the consequences that follow with that problem. Drinking and driving is a major concern because the data shows that Sublette County has a high rate of drinking and driving compared with the rest of the state. Sublette County also has a high rate of negative consequences for those actions, especially regarding alcohol related fatalities.

The major concerns of the community are that beginning to drink at a young age has been shown to cause problems from depression to assault. There are similar problems associated with adult binge drinking and heavy use. The high rate of binge drinking and heavy drinking most likely contribute to the increase in drunk driving and related behaviors, something that the community is very concerned about. The CAC would like to focus on the adult binge drinking as well as underage drinking for the consumption area.

# Form 5: Intervening Variables/Causal Areas Limit 2 pages

Describe the intervening variables/causal areas of substance use in the community.

- How did you respond to Question 40 in the Needs Assessment Workbook?
- Why are you focusing on these areas? Justify your reason.

Sublette County is planning on targeting community norms along with social availability and eventually retail availability. The coalition feels that this is the best way to address reducing DUI and MIP and adult and youth binge drinking, and that the above named causal areas are those with the most concern connected with them. The coalition feels that according to the data gathered and provided in this workbook these are the areas it will be best to focus on because of the high rate of social events with alcohol served, the high level of acceptance of drinking in the community and the large amount of retail outlets that sell alcohol.

# Form 6: Community Resources Limit 2 pages

Describe the current community resources available to address the targeted substance use issues in the community.

• What were the results of the Community Resource Assessment (Table 51 from the Needs Assessment Workbook)?

Causal Area	Strategies	Resources
Retail Availability	Sheriff's Office establishing compliance checks.	Sublette County Commissioners
Criminal Justice	Towns are restricted in how many liquor licenses they may issue.	
	Crackdown on MIP and DUI	Sublette County Commissioners
Social Availability	Nothing known	
Promotion	Nothing known	
Community Norms	Sublette County Prevention Coalition beginning social norming campaign	Sublette County Commissioners
Individual Factors	Nothing known	

# Form 7: Strategies No page limit

Describe the community-based strategies to be used to address the targeted substance use issues in the community.

- How are the selected strategies appropriate? Justify your selection.
- How will the selected strategies address the consequences, consumption, and intervening variables identified?
- How are the strategies evidence-based? Provide verification that they are indeed evidence-based.

The selected strategies are appropriate because Communities Mobilizing for Change on Alcohol is a broad environmentally based strategy that will addresses social availability and retail availability. The following is a quote from the NREPP website, "Communities Mobilizing for Change on Alcohol (CMCA) is a community-organizing program designed to reduce teens' (13 to 20 years of age) access to alcohol by changing community policies and practices. CMCA seeks both to limit youths' access to alcohol and to communicate a clear message to the community that underage drinking is inappropriate and unacceptable. It employs a range of social-organizing techniques to address legal, institutional, social, and health issues related to underage drinking. The goals of these organizing efforts are to eliminate illegal alcohol sales to minors, obstruct the provision of alcohol to youth, and ultimately reduce alcohol use by teens. The program involves community members in seeking and achieving changes in local public policies and the practices of community institutions that can affect youths' access to alcohol.

CMCA is based on established research that has demonstrated the importance of the social and policy environment in facilitating or impeding drinking among youth. CMCA community-organizing methods draw on a range of traditions in organizing efforts to deal with the social and health consequences of alcohol consumption." CMCA has been shown to be effective in reducing DUIs, reducing the youth access to alcohol through other youth and commercial access to alcohol for youth.

Prime for Life is the other tool we plan to use. The following is quote from the Prime for Life team about its evidence-based material. "Evidence based practice" means different things to different people and agencies. This is sometimes used interchangeably with "best practices" and/or "research-based;" sometimes not. Prime for Life is research-based in three ways. First, the content is based on current, sound research (about 1600 references in the Documentation section of the Resource Disc). Second, the processes utilized in the program are based on "best practices" in the behavioral change field. Third, Prime for Life and its earlier versions have program evaluation/outcomes research conducted over a 23-year period supporting its ability to

increase low-risk attitudes, perceptions of risk, motivation to change, behavioral intentions to change alcohol and drug choices, and to change reported drinking choices (most of these reports are available on our website). The third area is where most of the attention is now going nationally, sometimes without full consideration of the first two areas.

More recently, evidence based practice is used to describe programs and practices on SAMHSA National Registry of Evidence-based Programs and Practices (NREPP), which has become a leading national resource for information on the scientific basis and practicality of interventions to prevent and/or treat mental and addictive disorders. Prevention Research Institute is in the process of applying for inclusion on NREPP.

You might be wondering why Prime for Life is not already on the list of approved programs. When the national registry was first established, the federal government was interested only in youth programs focused on achieving the single goal of abstinence from alcohol and other drugs. Prevention Research Institute did not apply since programs whose goals included the reduction of high-risk use were considered inappropriate by some. Instead PRI remained true to its convictions that delaying the onset of use and reducing high-risk use are valid and in fact critical prevention goals. Prime for Life programs remained focused on achieving these goals as well as the goal of increasing abstinence from alcohol and other drugs. The federal government later became more accepting of approaches such as PRI's and began approving programs seeking to reduce high-risk use, especially among selective and indicated audiences. By this time PRI was already begun work on Version 8 and was advised to wait until the new curriculum was completed before applying. There was also a significant period in which new applications were not being accepted as NREPP underwent a major shift in process and criteria for inclusion.

#### Form 8: Community Readiness & Experience

#### Limit 2 pages

Describe the community's readiness to address the identified issue(s) and strategies.

• How has the community's readiness been assessed?

Describe examples of prior community experience, successes, and barriers with this issue.

- What has been tried before?
- What has worked?
- What have been the struggles?
- What is different now?

Community readiness is something that can be difficult to define, just as the community has been difficult to define recently. There has been an increased readiness shown in the way more people are becoming interested in the prevention coalition, and there is increasing dislike about the numbers of DUI arrests and MIP citations in the county. It will be an uphill battle however, because changing these problems within the community will require community change and that has been difficult for many people who do not like the overturn of the status quo. Sublette County residents in general also have a deep suspicion of people who are trying to change or alter the county. The barriers in the past have also been with so many issues competing for attention, alcohol use and abuse often gets shuffled to the wayside as something less pressing than affordable housing or methamphetamine crackdowns. Community meetings and other community events are difficult in that it is very difficult to get people to come to such things. Often it can be difficult to reach people about upcoming events without a way to get in touch with community members. For example, many people do not read the local papers, many people have satellite radio or listen to recorded music, many people live outside of the town limits, many people drive out of town to shop for groceries and there is not a designated central location for disseminating information. Things that work better are more environmentally based, such as posters in a bank or at the one pharmacy in town. There is not a lot that is different now than before, except that slowly the Sublette County Prevention Coalition is finding its way to reach people in a more effective manner than community meetings and speakers at the school; the community is perhaps ready for a significant change, but only if that change happens over time, slowly with regard to those who were here before and those here now.

# Form 9a: Activities & Outcomes No page limit

Describe the coalition's planned activities for Year 1 implementation and Year 2 implementation to address the strategies.

• Include a timeline specific to the coalition's project (see Forms 9b and 9c).

Describe the associated short-term and long-term outcomes expected.

Short-term: 1-2 yearsLong-term: 3-5 years

The Sublette County Prevention Coalition plans to this year work on building and expanding the base of support, receive training in Communities Mobilizing for Change on Alcohol, begin plan of action and begin to implement plan of action. Year two is to continue to implement the plan of action, with evaluation of the progress of the plan and changes if needed to the plan of action based on response. This project is planned to last five years in this community, based on the necessary change on attitudes and policy. The plan of action is to give Prime for Life in year 1 to all those referred to it by the courts, and to begin to give the class to civic groups and parental groups as a preventative measure. By year two, the hope of the coalition is that there will be more preventative classes than punitive classes, and the goal of the coalition by the end of year two is to have given the class to five hundred people, ten percent of the permanent county population.

The associated short term outcomes for Communities Mobilizing for Change on Alcohol, is simply to raise awareness about alcohol as a community issue and slowly build knowledge around the laws and facts around alcohol use. The associated long term outcomes we expect are a reduction in DUI and MIP and a reduction in 30 day use for minors in school. We also would like to see a reduction in binge drinking in the adult and minor population.

The associated short term outcomes for Prime for Life we expect only to raise awareness about the dangers of high risk drinking and for the program itself. The associated long term outcomes we expect are a reduction in DUI and MIP and a reduction in 30 day use for minors in school. We also would like to see a reduction in binge drinking in the adult and minor population.

# Form 9b: Time Line (Year 1) Limit 2 pages

#### Applicant Agency:

List the key activities, which will be conducted during the year. Be sure to include the anticipated start-up dates for each of the strategies to be funded under this grant. Activities listed are samples. Dates may be changed by the Division.

Activities	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
	07	07	07	08	08	08	08	08	08	08	08	08
Contractual report and												
expenditure report:												
January 2008, April				X			X			X		
2008, July 2008,												
October 2008												
Statewide Prevention												
Framework Meeting												
Community Advisory	X	X	X	X	X	X	X	X	X		X	X
Council Meetings												
Contact Trainer For	Х											
CMCA												
Have Training	Х											
Scheduled												
Begin Giving Prime for	Х											
Life Classes												
Begin Expanding Base	Х	Χ	Х	Х	Х	Χ	Х	Х	Χ	Х	Χ	Х
Have Training				Х								

Begin Implementing Plan			Х	Х	Х	Х	X	Х	X	Х
Begin Giving Prime for Life to Non-Offenders			X	Х	Х	Х	X	Х	X	Х

Form 9c: Time Line (Year 2)

Limit 2 pages

#### Applicant Agency:

List the key activities, which will be conducted during the year. Be sure to include the anticipated start-up dates for each of the strategies to be funded under this grant. Activities listed are examples. Dates may be changed by the Division.

Activities	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
	08	08	08	09	09	09	09	09	09	09	09	09
Contractual report and												
expenditure report:												
January 2009, April	X			X			X			X		
2009, July 2009,												
October 2009												
Statewide Prevention												
Framework Meeting												
Community Advisory	X	X	X	X	X	X	X	X	X		X	X
Council Meetings												
Re-Evaluate Plan	Х											
Implement Revised Plan		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Continue to give Prime	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
for Life												

#### Form 10: Budget Limit 2 pages

Page 24 contains a sample budget form that will be used for all communities. Also include a detailed budget narrative explaining your proposed expenditures. Please keep all categories the same. Any category not listed may be added.

The majority of our grant, \$55,200.00 is going towards keeping our employees employed and benefited. The rest is going to trainings required by the state and training for the plan of action, \$7,000.00. The leftover amount is going towards paper and snacks and beverages for the coalition, \$789.00. The remaining amount is going to contractors required by the state.

SIGNATURE OF AUTHORIZED OFFICIAL

SUBMIT TO: Substance Abuse Division Wyoming SPF SIG		EXPENDITURES FOR QUARTER AND YEAR  (Due On 15th of the month for preceding quarter.)						
6101 Yellowstone Road – Suite Cheyenne WY 82002-0480	220							
Cost Description	Rudgeted Amount	Current Month Exp	Year to Date Expenditures	Exp				
PERSONAL SERVICES								
Salaries & Wages	45,600.00							
Employer Paid Benetits	9600.00							
SUPPORTING SERVICES								
Internet Service	In-Kind							
Telephone/Cell Phone	In-Kınd							
Vehicle Expenses TRAVEL/TRAINING/MEETINGS	In-Kind							
	2000.00							
Travel In-State	2000.00							
Travel Out-of-State	<b>65000 00</b>							
Training Fees	\$5000.00							
Miscellaneous Meeting Expenses								
SUPPLIES								
Ottice (Consumable)	789.00							
Postage								
TATIOMENT								
EQUIPMENT								
Maintenance								
Rental GRANTS-IN-AID								
PONATIONS-CITY, COUNTY,								
OTHER INCOME								
CONTRACTUAL SERVICES: Attach documentation to include: Subcontractor Name, Title, Contact Person for services	5792.00- WpTech 3621.00 Wysac	1						
MISCELLANEOUS COSTS								
A. Bank Fees								
B. Other								
C. Indirect Costs	5.00							
TOTAL	<u> </u>							
TOTAL	72,407.00							
LOCAL AGENCY NAME and ADDRESS: BOX 856, Pinedale, Wyoming 82941 NAME and TITLE OF REPORTING OFFI	•	Ç	e Centers 24 Country	Club Lane P				
	x: 307-367-2166		blette.prevention@gm					
I certify that the expenditures reported ab Department of Health.	ove have been fur	nded totally with fun	ds awarded by the W	yoming				

DATE

#### Form 11: Community Infrastructure Limit 2 pages

Describe how the project will enhance the community's prevention infrastructure. Describe how it creates or improves upon:

- Coordinated efforts
- Organizational structures
- Planning
- Data systems
- Workforce development
- Evidence-based practices
- Cultural competence
- Evaluation and monitoring
- Sustainability

This project will enhance the community's prevention infrastructure by providing a venue for coordinated efforts for those interested in alcohol prevention. This project will also provide organizational structure for those interested in the topic of alcohol prevention, and allow planning to be coordinated with a central agency. With all of the stakeholders on board, it will allow for data to flow to all groups regardless of affiliation with the coalition. This project will increase the use of evidence based practices within Sublette County. It will also hopefully improve the coalition with monitoring of its projects and proposals. This project will further the workforce development of those that work for prevention, but will not have any effect on that aspect in the general community. This project will probably perform the best at improving sustainability, because one of our modalities is projected to last five years, the coalition will have to figure out a way to become more sustainable so the project will be viable.

#### Form 12: Cultural Competency Limit 2 pages

Describe how the project will ensure that planned activities and processes are culturally competent?

- What steps and procedures will be implemented?
- How will cultural competency be assessed?

Cultural competence can seem unnecessary when one lives and works in a place that is as seemingly homogenized as Sublette County. There are many sub-groups that one might not think of that have issues that need to be addressed. The procedure that will be implemented will be a review of all projects/materials in view of the sub-groups that have been identified such as women, persons living below the poverty line, those living in a work-related living situation and those within certain industries. If it is deemed not to be compatible with culturally competent ideas, then the coalition will revisit the plan or project and modify it. Cultural competency will be assessed will be conducted by informal assessments by members of the sub-groups, either on the phone or one-on-one to judge how the cultural competence is within the project.

# Form 13: Sustainability Limit 2 pages

Describe how the coalition will ensure that efforts are sustained after the project ends.

Sustainability is something that is difficult to plan for in many coalitions, after all survival of most projects depends on the continual flow of funds. In order for lasting change to be effected, there does need to be a plan in place for when the project money disappears. To that end the coalition has decided to try and court more private donors, and to find more people to carry on the work to ensure long term sustainability. Although inviting new members is something that the coalition has always done; we will renew our fervor for gaining new membership. We will also be looking for someone who can champion the cause for the long term for the community. The Sublette County Prevention Coalition plans to work on sustainability for the next two years to make sure that the coalition and its work are here to stay.

# Form 14: Evaluation Limit 1 page

Describe how the coalition will evaluate the activities and outcomes of the project. Evaluations will be conducted in collaboration with Prevention Framework evaluators at the Wyoming Survey & Analysis Center (WYSAC). All you need to include is the fact that you agree to work with WYSAC on the evaluation of all strategies.

The Sublette County Prevention Coalition agrees to work with WYSAC on the evaluation of all strategies.